

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



October 8, 2004

ALL COUNTY LETTER NO. 04-41

TO: ALL COUNTY WELFARE DIRECTORS
ALL CalWORKs PROGRAM SPECIALISTS
ALL WELFARE TO WORK COORDINATORS

REASON FOR THIS TRANSMITTAL

- ☒ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by One or More Counties
- ☐ Initiated by CDSS

SUBJECT: IMPLEMENTATION OF SENATE BILL (SB) 1104, CHAPTER 229, STATUTES OF 2004; CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs) WELFARE-TO-WORK (WTW) PROGRAM

REFERENCE: WELFARE AND INSTITUTIONS (W & I) CODE SECTIONS 11322.8, 11325.21, AND 11454; ALL COUNTY LETTERS (ACL) 01-71 AND 03-59

The purpose of this letter is to inform counties of the changes to the CalWORKs WTW program resulting from the passage of SB 1104, Chapter 229, Statutes of 2004; to instruct counties on implementing those changes; and to transmit two amended WTW forms that are needed immediately when implementing the new WTW requirements, the WTW 1, Welfare To Work Plan Rights and Responsibilities, and the WTW 2, Welfare To Work Plan Activity Assignment.

SB 1104 amended sections of the W & I Code pertaining to the development of the CalWORKs WTW plan, WTW participation requirements, and the 18- and 24-month WTW participation period. The bill also authorized the California Department of Social Services (CDSS) to implement the new WTW provisions through ACL. The Department will adopt emergency regulations to implement the program changes by July 1, 2005. Furthermore, in addition to amending the WTW 1 and WTW 2, the Department also will, as necessary, revise other WTW forms as soon as possible, but by no later than July 1, 2005. Counties are reminded that they must update their CalWORKs WTW Handbooks to reflect program changes.

CDSS also reminds counties that, unless specifically mentioned in this ACL as being changed by SB 1104, or directly impacted by the changes that are described in this ACL, existing CalWORKs WTW requirements remain in effect, i.e., those regarding exemptions, good cause determinations and sanctions, third party assessments, participation in substance abuse treatment programs, domestic violence waivers, learning disabilities screenings and evaluations, supportive services, reappraisals, etc.

To provide additional guidance to counties, the Department has attached a matrix that identifies all W & I Code sections related to the WTW program that were deleted, added, or modified by SB 1104, the WTW subject areas covered, and a listing of the applicable CalWORKs WTW regulations in the Manual of Policies and Procedures (MPP) that are anticipated to be impacted due to the changes in State law.

IMPLEMENTATION TIMELINES

The significant changes to the CalWORKs WTW program that are described in subsequent sections of this ACL become effective on December 1, 2004, and must be implemented by counties in accordance with the following implementation timelines.

For an individual who applies for, or begins receiving, cash aid prior to December 2004 or thereafter, the new WTW requirements are effective as of December 1, 2004.

For an individual who already is receiving cash aid on December 1, 2004, and who is required to enter a plan, but has not done so, the county must develop a WTW plan that reflects the new information WTW requirements, and have him or her sign it by no later than March 1, 2005.

For an individual who already is receiving cash aid and has an existing WTW plan dated prior to December 1, 2004, the county must revise the WTW plan to reflect the new WTW requirements, and also have him or her sign it by no later than March 1, 2005.

In cases when the activities and hours of participation specified in an individual's existing WTW 2 or WTW 3, Welfare To Work Plan - Activity Assignment Change, already meet the new participation requirements, he or she may continue with those activities until the specified ending date. After that date, since these individuals are continuing WTW participants, an amended WTW plan for them must be developed, and signed, as soon as administratively possible. As stated in ACL 01-71, the Department recommends that counties not take longer than 30 days to have individuals begin their next WTW activity.

For individuals who are in educational programs and making satisfactory progress under their existing WTW 2 and WTW 3, counties must allow them to complete their current quarter or semester. These individuals are continuing WTW participants, as well, so an amended WTW plan that reflects the new program requirements must also be developed for them, and signed, as quickly as administratively possible after the completion of the quarter or semester.

The requirement to revise WTW plans by March 1, 2005, also applies to individuals who have reached their 18- or 24-month time limit and who were assigned to, and are participating in, community service; and the county determines that their participation in other WTW activities, in lieu of or in addition to community service, would be consistent with their assessment and is more likely to lead to employment.

Counties also are encouraged to revise WTW plans for individuals who were assigned to community service, refused to accept the assignment, sanctioned for their refusal, and then continued to participate in, or complete, their pre 18- or 24-month time limit

Activity. Revised plans for these individuals must reflect the new work participation requirements.

WTW plans may not be developed for, and aid may not be restored to, individuals who were sanctioned, until their minimum sanction period is over and they successfully cure their sanction, pursuant to ACL 03-59. However, given the new WTW participation rules, which eliminate the post 18- and 24-month time limit community service requirement, curing plans for these sanctioned individuals may require participation in community service and/or other appropriate WTW activities that are consistent with their WTW assessments and also meet the requisite core and non-core requirements. Counties may also continue to assign these individuals to community service as their core or non-core activity in subsequent WTW plans, if community service is appropriate.

SB 1104 requirements do not apply to self-initiated programs (SIPs), as noted in the Core WTW Activities section beginning on page 4 of this ACL. Individuals in an approved SIP, who are making satisfactory progress in the SIP, also may continue with their assigned activities until the specified ending date of their existing WTW 2 or WTW 3.

Individuals who are working 32 or 35 hours per week in unsubsidized employment, as appropriate, before going through the CalWORKs WTW assessment, are still not required to sign a WTW plan.

UNIVERSAL ENGAGEMENT (W & I CODE SECTION 11325.21)

All non-exempt individuals, except those who begin job search as specified below, are required to sign a WTW plan after assessment, but no more than 90 days from the date that an individual's eligibility for aid is determined or the date that the recipient is required to participate in WTW activities. This provision allowing counties to have a 90-day timeframe to develop and have an individual sign a WTW plan, only applies to the development of the individual's initial WTW plan.

For purposes of this requirement, the "date that an individual's eligibility for aid is determined" will be applicable to new applicants/recipients. In these cases, the eligibility determination date shall be the date of the notice of action (NOA) that informs an individual of his or her eligibility for aid. The "date that the recipient is required to participate in WTW activities" applies to individuals who have been on aid for some time, not yet been required to sign an initial WTW plan, but must begin or resume participation in the WTW program. In cases when the county knows the date that an individual is required to participate, in advance, the county has 90 days from that date to develop a WTW plan for the individual. When the county does not know the date in advance, the date that an individual is required to participate is no later than the first day of the first month following the month in which either of the following occurs: 1) the individual ceases to participate as required (i.e., quits working 32 or 35 hours at the job he or she got before assessment; or 2) the reason that permitted the individual to not have to participate ceases to be valid (i.e., their WTW exemption has ended).

Example 1: An individual was granted a 12-month exemption from WTW participation, due to a physical problem, at the time he started receiving aid. Therefore, he will not be required to sign a WTW plan until his exemption ends. The county has information from the individual's doctor that his exemption is scheduled to end on June 15, 2005. Unless he can provide verification that the exemption should extend beyond June 15, 2005, the county must develop, and have the individual sign, a WTW plan no later than 90 days from June 16, 2005.

Example 2: An individual has been receiving aid since 2003. She was participating in sufficient hours of unsubsidized employment to meet her work participation requirement, prior to assessment, so she did not need to sign a WTW plan. During the county's monthly monitoring of the individual's participation, on June 8, 2005, the county discovered that she lost her job on May 27, 2005. Since she was still required to participate in WTW on May 27, 2005, but was not participating, the county has up to 90 days from June 1, 2005 to develop a WTW plan for this individual.

Example 3: Identical circumstances as in Example 2, except that the county found that the recipient lost her job on June 3, 2005. Under this scenario, the county has until no later than 90 days from July 1, 2005 to develop a WTW plan for the individual.

SB 1104 universal engagement provisions provide that the recipient and county may enter into a WTW plan as late as 90 days after the completion of a job search activity, pursuant to W & I Code Section 11320.1, if the job search activity is initiated within 30 days after the date that the individual's eligibility for aid is determined (which CDSS has specified is the date of the NOA mentioned above). W & I Code Section 11320.1 defines job search as job search and job club activities provided pursuant to W & I Code Section 11325.22. Job search is considered to be "initiated" when a recipient begins attending an allowable job search activity.

The 90-day period to develop a WTW plan does not include time that an individual spends in the good cause determination, compliance, and curing processes. However, time participating in disability screenings and evaluations and third-party assessments do count toward the 90 days, since these activities are part of the process to develop an appropriate WTW plan.

WTW PARTICIPATION REQUIREMENTS: HOURS AND CORE & NON-CORE WTW ACTIVITIES (W & I CODE SECTION 11322.8)

Hours of Participation – W & I Code Sections 11322.8(a) and (b)

The hours of participation required for a one-parent assistance unit (AU) remains at 32 hours per week, and the requirement for a two-parent AU, for which the basis for aid is unemployment, hereafter referred to as a two-parent AU, remains at 35 hours per week.

Core WTW Activities – W & I Code Section 11322.8(c)

Of the 32 or 35 weekly participation hours, at least 20 hours must be in core WTW activities, which are as follows: unsubsidized employment; subsidized private sector employment;

subsidized public sector employment; work experience; on-the-job training; grant-based on-the-job training; supported work or transitional employment; work-study; self-employment; community service; vocational education and training; and job search and job readiness assistance.

In a two-parent AU, when both parents contribute to meeting the 35-hour work requirement, the parents also may split the 20-hour core WTW activities participation requirement. However, one parent must participate in core and/or non-core activities for a minimum of 20 hours per week.

Participation in vocational education and training as a core WTW activity is limited to a cumulative total of 12 months during an individual's time on aid. Months of participation in vocational education and training apply to this 12-month limit only if they are part of a WTW plan that has been developed to comply with the new WTW requirements, as required by SB 1104. Time spent in vocational education and training pursuant to previous WTW plans and/or plan amendments do not count toward this limit.

SB 1104 does not impact SIPs. Therefore, the 20-hour core activities participation requirement and the 12-month limit on vocational education and training do not apply to individuals who are enrolled in SIPs, in accordance with W & I Code Sections 11320.1(c) and 11325.23. While these individuals do not have to participate in 20 hours of core WTW activities, should the total of their classroom, laboratory, and internship hours not equal at least 32 or 35 hours per week, as appropriate, they must continue to participate in specified WTW activities to fulfill the balance of their CalWORKs work participation requirement.

Non-Core WTW Activities – W & I Code Section 11322.8(c)

The remaining participation hours may be in core activities or in non-core activities. Non-core WTW activities are as follows: adult basic education (i.e., instruction in reading, writing, arithmetic, high school proficiency, general educational development (GED), or English-as-a-Second-Language [ESL]); job skills training directly related to employment; education directly related to employment; satisfactory progress in secondary school or in a course of study leading to a certificate of GED; mental health, substance abuse, and domestic violence services; and other activities necessary to assist an individual in obtaining unsubsidized employment. Participation in vocational education and training beyond the limitation of 12 months, which is mentioned above, may also count as non-core hours.

EXCEPTIONS TO CORE HOURLY REQUIREMENTS (W & I CODE SECTION 11322.8)

Hours spent in CalWORKs-approved mental health, substance abuse, and domestic violence services, and/or specified educational activities in excess of those that can be accomplished within the the non-core hours, count as core hours if they meet the conditions below, including the restriction pertaining to the counting of non-credited study time that is described in this section.

The excess hours of participation in the above specified treatment and educational activities can be counted as core hours only when all of the individual's non-core hours are comprised solely of participation in these same types of activities.

Mental Health, Substance Abuse, and Domestic Violence Services - W & I Code Section 11322.8(d)

The county has determined that the participation hours in mental health, substance abuse, and domestic violence treatment are necessary for the individual to participate in core activities.

Specified Educational Activities – W & I Code Section 11322.8(e)

The participation hours in classroom, laboratory, and internship activities in adult basic education, job skills training directly related to employment, and education directly related to employment programs meet all of the criteria that are listed below.

1. The county has determined that the program leads to a self-supporting job.
2. The individual is making satisfactory progress.
3. The individual does not possess a baccalaureate degree unless he/she is pursuing a California regular classroom teaching credential.
4. The program is on the county list of programs that the county and local agencies agree will lead to employment.

If the program is not on the county-approved list, the county must continue to provide the individual with the opportunity to demonstrate that completion of the program will lead to self-supporting employment.

For purposes of this requirement, study time hours must be counted as a core activity if they provide an individual with educational credits or units that count toward the completion of his or her degree or certificate program, and the study time also meets the other criteria that allow participation in non-core activities to count as core hours.

At county option, and when specified in the county's CalWORKs plan, non-credit study time, whether supervised or unsupervised, can be counted as participation hours, but only toward meeting an individual's hours of participation in non-core activities. However, when any amount of non-credit study time is counted in this manner, mental health, substance abuse, and domestic violence, and/or specified educational activities, cannot be counted as core hours.

Example 4: The adult in a one-parent AU does not meet WTW exemption criteria and must participate in 20 hours of core WTW activities and 12 hours of non-core activities. However, the county also has determined that a combined 18 hours of substance abuse and domestic abuse treatment (8 and 10 hours, respectively) is necessary for her to participate in her core WTW activity. Because only 12 of the necessary 18 hours of treatment hours can be accommodated as non-core participation hours, the remaining six hours of substance abuse services are to be counted toward her core requirement.

She must then participate for 14 hours in a core WTW activity to fulfill her 32-hour CalWORKs work requirement.

Example 5: The adult in a two-parent AU must participate in 20 hours of core WTW activities and 15 hours of non-core activities. The county has determined that he needs 20 hours of classroom, laboratory, or internship activities in a job skills training program (computer training) to assist him to obtain a self-supporting job as an office clerk, and the training meets the four criteria listed above. Because only 15 of the necessary 20 hours of job skills training can be accommodated as non-core participation hours, the remaining five hours of training are to be counted toward his core requirement. He must then participate for 15 hours in a core WTW activity to fulfill his 35-hour CalWORKs work requirement.

Example 6: An adult in a one-parent AU must participate in 20 hours of core WTW activities and 12 hours of non-core activities. The county has determined 20 hours of classroom, laboratory, or internship activities in a job skills training program (mechanical drawing program that meets all specified criteria) is necessary for him to obtain a self-supporting job as a draftsman. The county also has determined that the individual needs eight hours of substance abuse treatment to participate in his core WTW activity. While all eight hours of the substance abuse services can be completed as non-core participation hours, only four of the 20 job skills training hours can be counted toward meeting the non-core requirement. As a result, the remaining 16 training hours can be counted as participation in a core activity, and the individual must then participate for four hours in a core WTW activity to fulfill his 32-hour CalWORKs work requirement.

ELIMINATION OF THE 18- AND 24-MONTH TIME LIMIT (W & I CODE SECTION 11454)

The CalWORKs 18- and 24-month time limit regarding participation in WTW activities has been eliminated. As a result, the post 18- and 24-month time limit community service requirement has also been deleted, along with other program requirements related to this time limit. Under the provisions of SB 1104, participants may be allowed to participate in any allowable WTW activity, including SIPs, if they comply with work participation requirements during their CalWORKs 60-month time limit for receiving cash aid. For SIPs, this means participating in accordance with their WTW plan for the required 32 or 35 hours per week, while for non-SIPs, this means participating in assigned core and non-core activities for the required 32 or 35 hours per week.

However, CalWORKs WTW participants who have reached the 18- or 24-month time limit, and who have been assigned to post 18- or 24-month time limit community service, prior to December 1, 2004, must continue to meet their community service requirement and other provisions of their existing WTW plan, until an amended WTW plan that meets the SB 1104 participation requirements is developed. Any failure to do so, without good cause, could lead to a WTW sanction for these persons.

Additionally, after implementation of the SB 1104 changes to the CalWORKs WTW program, community service becomes an allowable core WTW activity. When assigning WTW participants to unpaid community service and unpaid work experience, the

county must use the Simplified Food Stamp Program formula to determine the maximum number of hours for which they may make individuals participate in these two activities.

If you have any questions regarding this letter, please contact the Employment Bureau, at (916) 654-2137.

Sincerely,

***Original Document Signed By
Charr Lee Metsker on 10/8/04***

CHARR LEE METSKER
Acting Deputy Director
Welfare to Work Division

Attachments

c: CWDA
CSAC

**Anticipated Impact of Senate Bill 1104 on California
Work Opportunity and Responsibility to Kids (CalWORKs)
Welfare-to-Work (WTW) Regulations**

W & I Code	Subject	Summary of Changes and Anticipated Impact on Regulations
10531(f)	County Plan Requirements	<p>Eliminates the requirement for counties to describe how mental health services will be provided post 18- and 24-month time limit.</p> <p>No change is needed to Manual of Policies and Procedures (MPP) § 42-780.12 since this section of the regulations does not specifically mention that requirement.</p>
10532(c)(1)	Enrollment Requirements of Applicants	<p>Renumbers the section on county requirements to enroll new applicants into the CalWORKs WTW program.</p> <p>No change to the regulations is needed since this section was not previously regulated.</p>
10532(c)(2)	Enrollment Requirements of Recipients	<p>Deletes enrollment requirements for recipients during CalWORKs WTW implementation and the specifics regarding the beginning date of the 18- and 24-month time limit.</p> <p>MPP § 42-702 will be deleted.</p>
11320.1(c)	Deletion of 18- and 24-Month Time Limit	<p>Deletes reference to the 18- and 24-month time limit.</p> <p>The relevant parts of the following regulations will be amended or deleted: MPP §§ 42-302.3, 42-701, 42-710, 42-711.5, 42-711.6, 42-711.7, 42-711.9, 42-712.5, 42-713, 42-716.4, 42-716.8, 42-719, and 42-721.</p>
11320.1(d)	Community Service	<p>Deletes the post 18- and 24-month community service requirements.</p> <p>MPP § 42-711.9 will be amended, deleted, and/or moved to other appropriate sections.</p>
11320.1(c)	Work Participation Requirement	<p>Establishes the requirement that a recipient must participate in at least 20 hours of core activities.</p> <p>MPP §§ 42-711.4 and 42-716 will be amended as appropriate.</p>

W & I Code	Subject	Summary of Changed and Anticipated Impact on Regulations
11322.8(a)	Participation Requirements for One-Parent Assistance Units	Deletes obsolete CalWORKs WTW program hourly participation requirements. No changes to the existing regulations are needed since the regulations already have been amended by previous regulation packages.
11322.8(b)	Participation Requirements for Two-Parent Assistance Units	Deletes the reference to meeting the federal participation requirements for two-parent assistance units. This section also deletes the language on work requirements to receive federally-funded child care. MPP § 42-711.4 will be amended as appropriate.
11322.8(c)	Welfare-to-Work Activities	Establishes the requirement for a non-exempt recipient to participate for 20 hours per week in core WTW activities, limits participation in vocational education during core hours to 12 months, and allows for the participation in the remaining hours (12 or 15 hours) in other specified WTW activities that are consistent with the assessment and included in the WTW plan. MPP §§ 42-711.4 and 42-716 will be amended as appropriate.
11322.8(d)	Mental Health, Substance Abuse, and Domestic Violence	Establishes that participation in mental health, substance abuse, and domestic violence services can count as core hours when the services are necessary to enable a person to participate in the core activities and they cannot be done in non-core hours. MPP § 42-716 will be amended.
11322.8(e)	Classroom, Laboratory, or Internship Activities	Establishes that hours in classroom, laboratory, or internship activities in specified education programs can count as core hours when they cannot be done in the non-core hours of participation. MPP § 42-711.54 and 42-716 will be amended.
11322.9(a)(1) 11322.9(a)(2)	Community Service Activities	Deletes the requirement for community service after the 18- or 24-month time period. MPP § 42-711.9 will be amended or deleted, and parts moved to other appropriate sections.

W & I Code	Subject	Summary of Changes and Anticipated Impact on Regulations
11322.9(f)	Supportive Services for Participants in Community Service	Deletes obsolete limitations on the provision of supportive services to community service participants. MPP § 42-716.4 will be amended.
11325.21(a)	Welfare-to-Work Plan	Establishes timeframes within which a county must develop a WTW plan for recipients. MPP § 42-711.6 will be amended.
11325.22(d)	Reappraisal	Deletes the reference to the post 18- or 24-month time limit community service requirement associated with the reappraisal of a recipient who does not obtain unsubsidized employment upon completion of his/her WTW plan. MPP § 42-711.7 will be amended.
11325.23(a)(1) 11325.23(a)(3)(B)	Time Limit for Self-Initiated Programs (SIPs)	Deletes the 18- or 24-month time period pertaining to SIPs. Please see page 1, Deletion of 18- and 24-Month Time Limit.
11325.23(c)	Adjustment of SIP Completion Date	Deletes requirement to adjust the completion date of a SIP when the SIP is interrupted for good cause. MPP § 42-711.5 will be amended.
11325.23(e)	SIPs and Time Limits	Deletes the requirement to count the time in a non-allowable SIP toward the 18- or 24-month time limit, which has been eliminated. MPP § 42-711.5 will be amended.
11326(c)	Reappraisal and 18- or 24-Month Time Clock	Deletes the reference to the post 18- or 24-month time limit community service requirement associated with the reappraisal process. MPP § 42-711.7 will be amended.
11454(a)(1)	18-Month Time Clock	Deletes the 18-month time limit requirement. Please see page 1, Deletion of the 18- and 24-Month Time Limit.

W & I Code	Subject	Summary of Changes and Anticipated Impact on Regulations
11454(a)(2)	24-Month Time Clock	Deletes the 24-month time limit requirement. Please see page 1, Deletion of the 18- and 24-Month Time Limit.
11454(a)(3)	Definition of “Job Not Available”	Deletes the definition of “job not available” related to the 18- or 24-month time limit. MPP § 42-710 will be deleted.
11454(a)(4)	18- and 24-Month Time Period	Deletes specifics of the post 18- and 24-month time limit community service participation requirement. Please see page 1, Deletion of the 18- and 24-Month Time Limit and Community Service.
11454(d)	Extension of 18-Month Time Clock	Deletes the requirement for a county to establish criteria for extending the 18-month time limit. MPP § 42-710 will be deleted.
11454.5(a)	18- and 24-Month Time Clock	Deletes the requirement that exempt months do not count toward the 18- and 24-month time limit. MPP § 42-710 will be deleted.

WELFARE TO WORK PLAN RIGHTS AND RESPONSIBILITIES

This is an overview of the rights and responsibilities of participants in Welfare to Work activities under the California Work Opportunity and Responsibility to Kids (CalWORKs) Program. Your Welfare to Work Plan tells how you and the county will work together so that you can get and keep a job. Your plan includes this form, the Activity Assignment, and the Welfare to Work Handbook. The Welfare to Work Handbook tells you about Welfare to Work activities, services, and requirements. The Activity Assignment tells you the Welfare to Work activity that you will be participating in.

The county must do certain things to help you while you are in Welfare to Work. The county must explain Welfare to Work to you and answer any questions.

 PARTICIPANT NAME

 CASE NAME

 CASE NUMBER

 I.D. NUMBER

The county must help you arrange and pay for child care, transportation, and work and training expenses. If necessary, the county can make advance payments to you for these supportive services.

This plan and any changes to it will apply to you and the county as long as you participate in Welfare to Work. But, the county may have to change or stop all or part of this plan if: 1) there are changes in law or regulations; 2) the county cannot get or pay for services from the provider or 3) you stop receiving cash aid under the CalWORKs program. The county will inform you of any changes in writing.

YOUR RIGHTS

As a Welfare to Work participant, you have the following rights which will help you take part in Welfare to Work.

You have the right to:

1. Receive direction and support from the county to help you improve your ability to get a job.
2. Receive payment for child care, transportation, and work or training-related expenses if you need it to participate or attend any Welfare to Work appointment or activity. These are called supportive services. If you need them, but do not get them, you may have good cause for not participating.
3. Receive details of your supportive services arrangements in writing.
4. Receive advance payment, if you need it, for approved supportive services.
5. Receive a referral to places that offer personal counseling, mental health, substance abuse, or domestic abuse services if you need it to help you participate.
6. Change your mind about your activity assignment after you sign the Welfare to Work plan. If you change your mind, you must tell your Welfare to Work worker within 3 working days.
7. Not accept a job if the county decides you have a good reason.
8. Not participate if the services you and the county agree you need are not provided.
9. Not participate if the county decides you have any other good reason.
10. Explain the reason if you fail to do what Welfare to Work requires.
11. Have a second chance to cooperate and participate in Welfare to Work through the compliance process.
12. Protest any county action you do not agree with by filing a formal grievance with the county or asking for a State hearing by calling 1-800-952-5253, or for the hearing or speech impaired who use TDD, call 1-800-952-8349.
13. Seek legal advice at anytime regarding your participation in Welfare to Work from your local legal aid or welfare rights office by calling () _____.

PHONE NUMBER
14. Be sent by the county, without asking, to a third party assessment if you and the county cannot agree on the parts of your Welfare to Work plan that are based on the assessment of your skills and needs.
15. Request an alternative service provider if you object to the religious character of any provider to which you have been assigned.
16. Refuse to participate in any religious activity offered by a service provider. Participation in such an activity is voluntary.

YOUR RESPONSIBILITIES

As a Welfare to Work participant, you also have the following responsibilities to make sure Welfare to Work works for you.

You must:

1. Accept a job if you get an offer unless you have a good reason not to.
2. If working, keep the job and not lower your earnings.
3. Sign activity assignments which tell how you and the county will work together while you participate.
4. Participate as described in your Welfare to Work plan unless you have a good reason.
5. Choose and arrange for supportive services. The county will help you.
6. Sign up for subsidized child care if you will need it. The county will tell you how.
7. Ask your Welfare to Work worker if you have any questions about Welfare to Work.
8. Tell your Welfare to Work worker of changes that may affect your participation.
9. Tell your Welfare to Work worker right away of changes in your need for supportive services. This includes changes in child care providers. If you don't tell the county in advance, the county may not be able to pay for the services that change.
10. Pay Welfare to Work back for any supportive services payments you got, but you did not need or you were not eligible to get.
11. Call or go to the county when they ask you to.
12. Provide proof of satisfactory progress in your assigned activity if required by your county.
13. Read (or have read or explained to you) and understand the Welfare to Work Handbook.

QUESTIONS?

The Welfare to Work Handbook gives you more information on your rights and responsibilities. If you have any questions, be sure to check the Welfare to Work Handbook or call your Welfare to Work worker at the number shown below.

CERTIFICATION

I understand that the purpose of Welfare to Work is to help me prepare for work and find a job.

I have read (or had read or explained to me) and understand this Rights and Responsibilities form. I have received a Welfare to Work Handbook. I know that I have certain rights and responsibilities as a participant in Welfare to Work. I know that I must meet all my responsibilities as a Welfare to Work participant. If I fail to meet my responsibilities without good reason, I know that there are certain penalties and that my cash aid may be affected.

PARTICIPANT'S SIGNATURE:

DATE:

WELFARE TO WORK WORKER'S SIGNATURE:

PHONE:

DATE:

WELFARE TO WORK PLAN - ACTIVITY ASSIGNMENT

PARTICIPANT NAME: _____

CASE NAME: _____

CASE NUMBER: _____

I.D. NUMBER: _____

WELFARE TO WORK WORKER NAME: _____

1. ☐ **Mandatory Participants** - My assigned activities are: _____

I understand that if I do not participate as required in the activities listed above without the county deciding that I have a good reason, my cash aid will be lowered.

2. ☐ **Voluntary Participants** - I understand that I do not have to participate in the following activities at this time, but I agree to participate in and complete them. _____

I understand that if I stop participating in the activities listed above without the county deciding that I have a good reason, my cash aid will not be lowered, but I may not be allowed to participate in Welfare to Work for a period of time.

- ☐ I understand that if I do not attend _____ / _____ (activities) as required by Welfare to Work or make satisfactory progress in these activities, Welfare to Work will determine why, and I may have to go to different activities. I understand that I am required to give proof of satisfactory progress in these activities to my Welfare to Work worker by the date(s) listed below.

Activity: _____ Date Proof is Due: _____

Activity: _____ Date Proof is Due: _____

- ☐ I understand that this is my first training or education assignment under my initial Welfare to Work plan and that I have up to 30 days to ask for a change in my activities once they start. I understand that I can change my activities this way only one time during my participation in Welfare to Work. If Welfare to Work agrees to the change, I know I will have to sign a new Activity Assignment.

LOCATION AND SCHEDULE

Activity _____

Begins: _____ Expected to end: _____

Location and Schedule: _____

Activity _____

Begins: _____ Expected to end: _____

Location and Schedule: _____

Activity _____

Begins: _____ Expected to end: _____

Location and Schedule: _____

Activity _____

Begins: _____ Expected to end: _____

Location and Schedule: _____

- ☐ Welfare to Work will send me the location and schedule for my _____ (activity) by _____ (date).

- ☐ I will go to _____ (location) on/by _____ (date) to get my _____ (activity) location and/or schedule.

- ☐ I will give my Welfare to Work worker a copy of my _____ (activity) schedule by _____ (date). I will tell my Welfare to Work worker if any changes are made and give my Welfare to Work worker a copy of the changes if required.

Additional Comments: _____

SUPPORTIVE SERVICES

Welfare to Work will pay for supportive services (child care; transportation; and work, education, and training related expenses) if I need them to participate in Welfare to Work and Welfare to Work rules allow for them.

I have reviewed my need for Welfare to Work supportive services with my Welfare to Work worker. I understand that I do not have to participate until the supportive services I need have been arranged. I understand that I must tell my Welfare to Work worker right away of changes in my need for Welfare to Work supportive services, or if I no longer need them. If I do not report the changes in advance, Welfare to Work may not be able to pay for them. I understand that if Welfare to Work pays for supportive services that are more than what I need to participate in Welfare to Work, I will have to pay Welfare to Work back.

CERTIFICATION

I understand that my Welfare to Work Plan includes this form, the Welfare to Work Plan - Rights and Responsibilities and the Welfare to Work Handbook. I understand that Welfare to Work activities and services, and my rights and responsibilities as a Welfare to Work participant, are explained to me on these forms. I have received a Welfare to Work Handbook. I understand that I can ask my Welfare to Work worker if I have any questions. I understand that I have 30 days from the beginning of my first training or education assignment under my initial Welfare to Work plan to request a change or reassignment to another activity, and that this 30-day grace period is available only once during my time receiving CalWORKs cash assistance. I understand, otherwise, that I have three working days to think about the terms of this Activity Assignment after I sign it. I understand that if I want to change the terms of this Activity Assignment, I must tell my Welfare to Work worker by _____(date). If I don't tell my Welfare to Work worker by then, this Activity Assignment is final. If Welfare to Work agrees to change this Activity Assignment, and I sign a new one, I understand that the new Activity Assignment is final.

I have read (or had read to me) and understand this Activity Assignment, and have received a copy. If I fail to meet my responsibilities without a good reason, I know that there are certain penalties that may lower my cash aid.

I understand that if I do not agree with any county action regarding my welfare to work participation, I can file a formal grievance with the county or I can call 1-800-952-5253 to ask for a State hearing.

I understand that I can get free legal help with Welfare to Work problems from the local legal or welfare rights office by calling () _____ (phone number).

I understand that I can request an alternative service provider if I object to the religious character of the provider to which I have been assigned.

I understand that participation in any religious activity offered by a service provider is voluntary.

PARTICIPANT'S SIGNATURE		DATE
WELFARE TO WORK WORKER'S SIGNATURE	PHONE	DATE
